

# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: February 1, 2017  
POSITION: Court Reporter  
LOCATION: 500 Pearl Street, New York, NY  
CLASS LEVEL: CR Level 1 - CR Level 4  
SALARY: \$87,770 - \$105,325  
(Depending on qualifications)  
CLOSING DATE: Open Until Filled  
VACANCY NO: 17-13

**DUTIES AND RESPONSIBILITIES:** An Official Court Reporter performs court reporting services for any judicial proceeding as required. The position requires verbatim reporting of courtroom proceedings, reading back from stenographic notes, transcription via Eclipse software and maintaining accurate and legible records which are subject to audit. The court reporter is responsible for determining that billing and formats comply with Judicial Conference requirements. This court has a high volume of daily and immediate copy work.

**REQUIRED QUALIFICATIONS:** At least four (4) years of prime stenographic CAT court reporting experience in the freelance field of service, in other courts or a combination thereof is required, along with the Registered Professional Reporter (RPR) certification. Realtime certification is also required. Realtime certification requires a Certified Realtime Reporter (CRR) certificate from the NCRA or successful completion of an equivalent examination. Merit certification is strongly preferred. Merit certification requires a registered merit reporter (RMR) certificate from the National Court Reporters Association (NCRA) or successful completion of an equivalent examination.

**APPLICATION PROCEDURE:** To be considered for this position, please submit a resume detailing your education and work experience, along with a cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position. You must include copies of any certificates received. Resumes without the cover letter addressing the qualifications or without copies of certificates received will not be considered.

Please submit your resume and cover letter to:

U.S. District Court  
Southern District of New York  
500 Pearl Street, Room 820  
New York, New York 10007  
Attn: Office of the District Executive  
**OR**  
[DEjobs@nysd.uscourts.gov](mailto:DEjobs@nysd.uscourts.gov)

ONLY THOSE CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY.

APPLICANTS MUST BE UNITED STATES CITIZENS.

**THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER**